

City of Greensboro Computer/Internet use Policy

The City of Greensboro's computer network isn't simply a collection of individual desktop computers connected together with wires. Computer workstations are specifically configured to function with servers which host a variety of computer programs that manage sensitive information critical to our mission. The network also carries telephone voice traffic. I acknowledge and agree that, as a network account holder, I will be held accountable for the manner in which I use my computer and my network account. I acknowledge and agree that I will guard against unauthorized use of my computer.

1) **Security** – to protect against unauthorized use of my account, I acknowledge and agree that I will:

- Use a strong password containing at least 8 character with at least 1 special character;
- Secure my password and change it if it is compromised;
- Lock my computer when I leave it during a work session;
- Log out of my account when I complete a work session.
- Not share my password with others, and;
- Immediately report any security violation to the MIS Department

2) **Conserving and Protecting Network Resources** – I acknowledge and agree that, the resources of this network are fully utilized. It has no excess processing, data storage or communication capability, beyond that necessary for me to perform my work. The use of my account must be in support of the objectives of my department/division.

The following practices are specifically **Not Allowed**:

- Intentionally wasting limited resources, such as loading, transferring or saving large amount of personal information to my workstation or network servers;
- Employing the network for commercial purposes (e.g., a second job);
- Engaging in practices that threaten the network (e.g., loading files that may introduce a virus);
- Joining personal chat rooms;
- Using the City's e-mail address to enter contests or join memberships that are not work related;
- Frequently mailing jokes or non-City business material to single or multiple mailboxes;
- Using external instant messaging programs like AOL or Microsoft Instant Messenger;
- Using any type of peer to peer file sharing software like Kazaa or Morpheus;
- Using any type of port scanning or password cracking software; and,
- Using the network to play music or streaming video from the Internet which is not related to City business.

3) **Installing Software** – I acknowledge and agree that, computer software must be properly licensed, and each City computer must be specifically configured to operate on the City's network. Programs on a single computer must not conflict with each other or with other software on other computers on the network. Under no circumstances shall I install any software (including free software available on the Internet) on a City computer. Only MIS Department personnel or my department computer support personnel are authorized to install software.

4) **Inappropriate Use** – I acknowledge and agree that, these systems may not be used in violation of any U.S., state or local regulation or to upload, download or distribute pornographic, obscene, sexually explicit or threatening material. These systems may not be used to infringe on copyright or to plagiarize materials.

Other prohibited items include:

- Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition;
- Using obscene language;
- Harassing, insulting or attacking others;
- Using others' passwords;
- Trespassing in others' folders, documents or files; and,
- Forgery of identity - Falsifying addressing information to conceal the sender or recipient's identity.

Supervisors are responsible for regulating and monitoring the inappropriate network use of their employees. If directed by a user's manager, MIS staff will provide information regarding a user's account. Inappropriate network use may result in loss of network privileges, discipline or termination.

5) **Privacy** – I acknowledge and agree that, nothing that I do on this network is private. By law, everything that I do on this network is public information and, upon request, can be supplied to the press and to the courts. Messages may sometimes be diverted accidentally to a destination other than the one intended. And network administrators may review and inspect directories or messages. Messages relating to or in support of illegal activities may be reported to authorities.

6) **Network Etiquette** – I acknowledge and agree that, I am expected to communicate in a professional manner consistent with state laws governing the behavior of City employees and with federal laws governing copyrights.

7) **Liabilities** – I acknowledge and agree that, the City of Greensboro is not responsible for any illegal activity in the use of these systems.